

**ENTREPRENEURIAL TRAINING WOMEN AND GIRLS INTERNSHIP PROGRAM  
(WGP)  
GUIDANCE**

**1. Who can I contact to speak with in regards to the Entrepreneurial Women and Girls Internship Program (WGP)?**

**Answer:** For further general information concerning this program, contact the US Department of Transportation Office of Small and Disadvantaged Business Utilization (OSDBU) by phone or email. Voice: 1-800-532-1169. Email: [etta.wgp@dot.gov](mailto:etta.wgp@dot.gov). For direct assistance and state-specific information, please contact the Small Business Transportation Resource Center (SBTRC) that serves your state. A complete list of SBTRCs, the states that each region serves, and their contact information is located at <http://www.osdbu.dot.gov/regional/index.cfm>.

**2. Under what authority is the Entrepreneurial Women and Girls Internship Program (WGP) Offered?**

**Answer:** Title 49 U.S.C. 332(b)(4)(7) which authorizes DOT to design and carry out programs to assist minority and women-owned entrepreneurs and businesses to compete for contracts and subcontracts for the maintenance, restructuring, improvement, and rehabilitation of the nation's transportation infrastructure and to make arrangements to carry out such programs. In addition, Executive Order 13506, ("EO 13506") dated March 11, 2009, entitled "Establishing a White House Council on Women and Girls" requires Federal agencies to address issues that particularly impact the lives of women and girls and to ensure that Federal programs and policies address and take into account the distinctive concerns of women and girls.

### **3. What is the purpose of the Entrepreneurial Women and Girls Internship Program (WGP)?**

**Answer:** On March 11, 2009, the President of the United States issued Executive Order 13506, (“EO 13506”) entitled “Establishing a White House Council on Women and Girls”. EO13506 requires Federal agencies to address issues that particularly impact the lives of women and girls and to ensure that Federal programs and policies address and take into account the distinctive concerns of women and girls, including women of color and those with disabilities.

The mission of the U.S. Department of Transportation, Office of the Secretary, Office of Small and Disadvantaged Business Utilization (OSDBU) is complementary to the policy set forth in EO 13506, “Over the past generation, our society has made tremendous progress in eradicating barriers to women’s success. A record number of women are attending college and graduate school. Women make up a growing share of our workforce, and more women are corporate executives and business owners than ever before, helping boost the U.S. economy and foster U.S. competitiveness around the world. Today, women are serving at the highest levels of all branches of our Government. Despite this progress, certain inequalities continue to persist. On average, American women continue to earn only about 78 cents for every dollar men make, and women are still significantly underrepresented in the science, engineering, and technology fields. The challenge of ensuring equal educational opportunities for women and girls endures.”

The purpose of the WGP is to increase awareness of transportation-related opportunities among women and girls, including women of color and those with disabilities. Through this program, OSDBU recognizes and supports Executive Order 13506, entitled “Establishing a White House Council on Women and Girls” by establishing a program to provide women and girls with quality educational experiences to advance the development of women and girls as transportation-related entrepreneurs.

### **4. What is the transportation industry or transportation-related?**

**Answer:** For the purposes of the Entrepreneurial Women and Girls Internship Program, the term “transportation industry” or “transportation-related” is defined as any job connected to the maintenance, rehabilitation, restructuring, improvement, or revitalization of any of the nation’s modes of transportation, including capital access and technical assistance.

**5. What are the eligibility criteria for the Entrepreneurial Women and Girls Internship Program (WGP)?**

**Answer:** To be eligible for an internship in the transportation industry under the WGP, an applicant must:

- be female;
- be enrolled as a student in a participating institute of education, at the undergraduate or graduate level;
- have a 2.8 Grade Point Average (GPA) or higher.

**6. What is a participating institute of education?**

**Answer:** A participating institute of education may be:

- a college or university or;
- a community college or;
- a vocational or trade school

**7. How will I know if my school participates in the Entrepreneurial Women and Girls Internship Program (WGP)?**

**Answer:** Check with your school's career development office. You can also contact the US Department of Transportation (DOT), Office of Small and Disadvantaged Business Utilization (OSDBU) Small Business Transportation Resource Center (SBTRC) in your region. See question 18 for a list of SBTRCs. A list of participating institutes of education may also be found at <http://www.osdbu.dot.gov/WG/schools.cfm>. Students are encouraged to request their school to become a participating institute of education if they are not already participating. The process to become a participating institute of education is relatively quick and easy. See question 8.

**8. What are the criteria to becoming a participating institution of education in the Entrepreneurial Women and Girls Internship Program (WGP)?**

**Answer:**

- Initiate and complete the existing process in place at your institution to provide academic credit to students completing the internship in the transportation sector.
- Place the internship details on college's jobs/internship listings.

**9. What is the process to become a participating institute of education in the Entrepreneurial Women and Girls Internship Program (WGP)?**

**Answer:** Submit a letter of intent to:

Brandon Neal  
Director, Office of Small and Disadvantaged Business Utilization  
U.S. Department of Transportation  
1200 New Jersey Ave., SE, W56-308  
Washington, DC 20590

A sample letter of intent follows:

**EDUCATIONAL INSTITUTION LETTERHEAD**

Today's Date

Brandon Neal  
Director, Office of Small and Disadvantaged Business Utilization  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE.  
Suite W56-308  
Washington, DC 20590

Attn: Entrepreneurial Training Women and Girls Internship Program

Dear Mr. Neal:

[Insert name of Institution] is a [Insert description of Educational Institution]. We are requesting participation in the U.S. DOT's Entrepreneurial Training Women and Girls Internship Program.

[Insert paragraph containing a brief statement about why the educational institution is requesting participation].

As a criteria for participation, we will initiate and complete the existing process in place at our institution to provide academic credit to students completing the internship in the transportation sector.

[Insert either "We believe that we will be able to complete the process by the start of the Fall of 2010 semester" or "We believe that we will not be able to complete the process by the start of the Fall of 2010 semester, but we will strive to complete the process for the Spring of 2011 semester".

In addition to completing the process to provide academic credit, we will place the internship details on college's jobs/internship listings.

Please feel free to contact me at [Insert contact information] if you have any questions or need any more additional information.

Sincerely,

Signature (of authorized individual writing the letter)

[Printed Name]

[Title]

**10. What other General Requirements apply to the Entrepreneurial Women and Girls Internship Program (WGP)?**

**Answer:**

- Applicants must obtain a recommendation from a professor of her choice. To meet the recommendation requirement, the professor must complete Part C of the Entrepreneurial Women and Girls Internship Program Application For Transportation Internship and sign and date the form.
- Applicants must complete a one-page letter of interest in the transportation industry and include it with the application.
- Applicants must include a copy of her current official transcript with the application.
- Some applicants will undergo the interview process.
- Interns are expected to work a minimum of five (5) hours per week.
- Interns must submit a paper or presentation at the completion of the program. Students will be informed whether a paper or presentation is required at the time of acceptance.

**11. How will I benefit from the Entrepreneurial Women and Girls Internship Program (WGP) internship?**

**Answer:**

Interns completing the program will receive a rewarding educational experience within the transportation industry. Women and girls completing the internship will also receive academic credit towards the completion of their degree. Based upon financial hardship, women and girls may receive a stipend in addition to academic credit. At the discretion of the U.S. Department of Transportation, Office of the Secretary, Office of Small and Disadvantaged Business Utilization (OSDBU), a stipend may be offered, regardless of financial status, in lieu of academic credit.

**12. How much will I receive if I am awarded an Entrepreneurial Women and Girls Internship Program (WGP) stipend and when will I receive it?**

**Answer:**

You will be notified whether or not you received a stipend at the time you are awarded the internship. To receive payment of the stipend, the student must complete the internship. The stipend will be paid at the conclusion of the internship upon submission of a paper or presentation (to be determined per region). The current fixed stipend amount is \$1,000. It does not vary with hours worked. It is not an hourly rate, nor based upon the number of hours worked. Depending upon the participating institution of education's required hours to receive academic credit, the student may work in excess of the minimum of five (5) hours per week required by the program. However, the stipend amount would remain fixed at the current rate of \$1,000.

**13. How do I apply for a stipend?**

**Answer:**

Students must apply for a need-based (financial hardship) stipend at the time of application. Applicants must select "Yes" to question 6.e. on the Entrepreneurial Women and Girls Program Application for Transportation Internship and submit a brief need-based justification with the application. If a stipend in lieu of academic credit is currently being offered, applicants awarded internships will be granted a stipend regardless of request on the Entrepreneurial Women and Girls Program Application for Transportation Internship.

**14. Is my stipend considered taxable income?**

**Answer:** Stipends paid to the intern should be included in taxable income. However, they are not considered wages. The intern is not an employee of the U.S. Department of Transportation, the U.S. Department of Transportation Small Business Transportation Resource Center (SBTRC), the internship provider, or the participating institute of education. The US Department of Transportation (DOT), Office of the Secretary, Office of Small and Disadvantaged Business Utilization (OSDBU) is not a substitute for the U.S. Internal Revenue Service or qualified tax preparers. If in doubt, the intern should pose this question to the appropriate income tax professional.

### **15. How do I submit my application for the program?**

**Answer:** The application instructions are located at <http://www.osdbu.dot.gov/WG/applications.cfm>. Use only one application per student. **Applications must be received on or before the current semester's due date posted on <http://www.osdbu.dot.gov/WG/applications.cfm>.** Regardless, the applicant is advised to request delivery confirmation for mail submissions or return receipt for email submissions. Awards will be made in the order of application receipt until funding is fully expended or the program closes.

- Applications may be submitted to OSDBU electronically via email. Scan your signed application and all supporting documentation to a .pdf document and email to [etta.wgp@dot.gov](mailto:etta.wgp@dot.gov).
- Mail your signed application and all supporting documentation to the following address:  
U.S. Department of Transportation (DOT)  
Office of Small and Disadvantaged Business Utilization (OSDBU)  
1200 New Jersey Ave., SE, W56-448  
Washington, DC 20590
- Applicants are strongly encouraged to submit their application packages electronically. Applications submitted by mail may be delayed due to mail screening security requirements. For faster notification, submit your application electronically by email.

### **16. What must my submitted application package contain and how must it be assembled?**

**Answer:** Submitted Applications must contain:

- A completed and signed application and evaluation form (all contained in the downloadable application)
- Current transcript
- Letter of Intent

### **17. How will I know if my application is accepted?**

**Answer:** The US Department of Transportation (DOT), Office of Small and Disadvantaged Business Utilization (OSDBU) Small Business Transportation Resource Center (SBTRC) will review all submitted applications for your region in the order of receipt. Applications will be reviewed for eligibility and completeness. Applications that are incomplete or contain inaccurate information will not be accepted, will lose their place in line, and required to be resubmitted in whole for further consideration for acceptance. You will be notified by the SBTRC in your region in the event of acceptance or rejection of your application.

**18. May I submit an “opened” transcript?**

**Answer:** If a student must open their transcript to send into the application system for review, and by opening a school considers the transcript “unofficial,” the student may still submit the “opened” transcript under no penalty.

**19. I am an international student. May I apply for this internship and may I receive the stipend?**

**Answer:** To receive the stipend, an international student must have a J1 visa, written authorization to work from the US Immigration Service, and have a Social Security Number before work commences. If the student is willing to work without compensation, they may apply without the above criteria, but will not receive the stipend.

**20. How will I know if I have won an internship?**

**Answer:** The US Department of Transportation (DOT), Office of Small and Disadvantaged Business Utilization (OSDBU) Small Business Transportation Resource Center (SBTRC) in your region will review all submitted applications for your region in the order of receipt. The SBTRC in your region will then select applicants to undergo the interview process. In the event that you are selected for an interview, you will be contacted by the SBTRC in your region to schedule an interview. At that time, you may be asked to provide further documentation or information for consideration, such as a resume. After the interview process you will be notified by the SBTRC in your region as to the outcome.

**21. What must I do to successfully complete the internship as judged by US DOT?**

There are two requirements that must be met in order for an internship to be considered complete:

1. The intern must complete at least fifty (50) internship hours.
2. The intern must complete a written assignment for the U.S. Department of Transportation (DOT) about your internship experience.

The “assignment” to which requirement number 2 refers to is not the tasks and/or project assigned to you by your supervisor at the place of your internship. The requirements enumerated above must be completed for each and every time a student is selected for an internship, even if the student selected for the internship has previously completed an internship for the same internship provider.

As mentioned in number 2 above, the length of your internship under the Entrepreneurial Women and Girls Internship Program (WGP) is a minimum fifty (50) hours per internship period. The internship period does not necessarily correspond to



the length of a project that you may have been assigned by the internship provider. Therefore, provided that you are selected for an internship for another internship period, you may have multiple internship periods with the same internship provider and continue to work on the same project for the internship provider. In other words, the project that you are working on for the internship provider does not have to be considered finished and complete in order for you internship for a particular period to be considered finished and complete.

Once the written assignment is satisfactorily completed, along with the minimum hours, you will have successfully completed the internship for the time period in which the internship was assigned.

**22. I was accepted into the program and completed an internship. Can I re-apply for the next semester?**

**Answer:** Yes. You will need to complete and submit the application once again. However, the completion of Part C, the recommendation by a professor, will be waived in favor of the evaluation completed by the internship provider at the completion of your most current previous internship in the program. All other application requirements remain unchanged, including submission of your most current transcript and proof of your current enrollment status.

**23. I would like to provide an internship opportunity. What do I need to do?**

**Answer:**

- Contact your region's Small Business Transportation Resource Center (see Qt 20). The SBTRC will evaluate the potential internship and if selected, place a qualified intern in that position.
- Work must be transportation related (see Qt 4)
- Position must have a minimum of 5 hours of work per week
- Once interns are placed, an evaluation form at the end of the internship is to be completed by the internship provider to ensure an adequate completion of work and compensation for the student intern.

**24. Can I complete the required internship hours after the conclusion of the current semester?**

**Answer:** Provided it meets the student's academic institution's requirements to obtain academic credit, the student may complete the required internship hours after the conclusion of the current semester, but prior to the start of the new semester. Written approval must be obtained from the student's academic institution and the Small Business Transportation Center that is administering the student's internship. Both approvals must be electronically submitted to [etta.wgp@dot.gov](mailto:etta.wgp@dot.gov). If academic credit is not being offered for the student's internship, no approval is required from the student's academic institution. However, written approval is still required from the

Small Business Transportation Center that is administering the student's internship.

**25. Who is my regional contact for this program?**

**Answer:** General information pertaining to the program is available from OSDBU headquarters, S-40, 1200 New Jersey Avenue SE Washington, DC 20590 1-800-532-1169. Direct assistance and regional-specific information may be obtained through the regional DOT Small Business Transportation Resource Centers (SBTRC).

**Small Business Transportation Resource Centers (SBTRCs):**

<b>Northeast Region:</b> New York, Headquarters New Jersey Massachusetts Connecticut Rhode Island Maine New Hampshire Vermont	Contact: LaGuardia Community College Elizabeth Perdomo Project Director, SBTRC LaGuardia Community College 30-20 Thomson Avenue, Suite 309 Long Island City, NY 11101 Telephone: (718) 482-5941 FAX: (718) 609-2036 Email: <a href="mailto:eperdomo@lagcc.cuny.edu">eperdomo@lagcc.cuny.edu</a>
<b>Mid Atlantic Region:</b> Pennsylvania, Headquarters Maryland Delaware Ohio District of Columbia	Contact: Greater Philadelphia Minority Business Strategic Alliance Tiffany L. King Project Director 105 N. 22nd Street Philadelphia, Pennsylvania 19103 Telephone: (215) 399-0062 Fax: (215) 399-0063 Email: <a href="mailto:tking@gpmba.com">tking@gpmba.com</a>
<b>South Atlantic Region:</b> North Carolina, Headquarters Kentucky West Virginia Virginia	Contact: North Carolina Agricultural and Technical (NC A&T) State University George C. Jones, Jr. Project Director, SBTRC Rm 312-G Craig Hall The Transportation Institute NC A&T State University 1601 E. Market Street Greensboro, NC 27411 Ph: (336) 256-2111 Fax: (336) 334-7093 Email: <a href="mailto:gcjones@ncat.edu">gcjones@ncat.edu</a>

<b>Mid-South Atlantic Region:</b> Georgia, Headquarters South Carolina Tennessee	Contact: Greater Atlanta Economic Alliance Gwen Coleman Winston Project Director, SBTRC Greater Atlanta Economic Alliance 230 Peachtree Street, N.W. Suite 530 Atlanta, GA 30303 Ph: (404) 827-9677 Fax: (404) 681-1035 Email: <a href="mailto:gwen.winston@twd-inc.net">gwen.winston@twd-inc.net</a>
<b>Southeast Region:</b> Florida, Headquarters Alabama Mississippi Puerto Rico US Virgin Islands	Contact: Miami Dade College Adrianna Clark Project Director Miami Dade College, West Campus 3800 N.W. 115 Avenue Suite 1106 Doral, FL 33178 Tel: 305.237.8523 Fax: 305.237-5108 Email: <a href="mailto:aclark1@mdc.edu">aclark1@mdc.edu</a>
<b>Gulf Region:</b> Texas, Headquarters Louisiana Oklahoma New Mexico	Contact: Greater Dallas Hispanic Chamber of Commerce Diana L. Flores Project Director, SBTRC 4622 Maple Ave., #207 Dallas, Texas 75219-1101 Telephone: (214) 523-3432 Fax: (214) 520-1687 Email: <a href="mailto:diana@gdhcc.com">diana@gdhcc.com</a>
<b>Great Lakes Region:</b> Illinois, Headquarters Indiana Michigan Wisconsin	Contact: Hispanic American Construction Industry Association Victoria Gheorghe Project Director 901 W. Jackson Blvd., Suite 205 Chicago, Illinois, 60607 Tel. (312) 666-6070 Email: <a href="mailto:vgheorghe@haciaworks.org">vgheorghe@haciaworks.org</a>

<b>Central Region:</b> Missouri, Headquarters Arkansas Colorado Minnesota Iowa Kansas	Contact: University of Missouri-Columbia Rhonda K. Wilson Project Director, SBTRC W1026 Lafferre Hall 400 South 6th Street Columbia, Missouri 65211 Phone: (816) 294-9803 Fax: (573) 882-9931 Email: <a href="mailto:wilsonrh@missouri.edu">wilsonrh@missouri.edu</a>
<b>West Central Region:</b> Colorado, Headquarters Utah Nebraska North Dakota South Dakota Wyoming	Contact: Denver Metro Chamber of Commerce Lavonna Stathes Project Director, SBTRC 1445 Market Street Denver, Colorado 80202 Phone: (303) 620-8021 Fax: (303) 534-2145 Email: <a href="mailto:Lavonna.stathes@denverchamber.org">Lavonna.stathes@denverchamber.org</a>
<b>Southwest Region:</b> California, Headquarters Arizona Nevada Hawaii	Contact: California Asian Pacific Chamber of Commerce Aaron Chong Project Director, SBTRC 2012 H St., Suite 202 Sacramento, CA 95811 Ph: 916-443-5957 Fax: 916-446-7098 Email: <a href="mailto:achong@calasiancc.org">achong@calasiancc.org</a>
<b>Northwest Region:</b> Washington, Headquarters Oregon Alaska Idaho Montana	Contact: Economic Development Council of Snohomish County Lily Keeffe Project Director, SBTRC 728 134th St., SW, Ste 128 Everett, WA 98204 Telephone: (206) 718-7250 Fax (425) 745-5563 Email: <a href="mailto:lkeeffe@snoedc.org">lkeeffe@snoedc.org</a>